

**APPENDIX B: Schedule of proposed amendments to the My
Neighbourhood: A Neighbourhood Planning Protocol for B&NES**

#	Page	Change
O1	P26	<p><i>Need for further clarification and delegation arrangements for Neighbourhood Area Designation process for Parished areas.</i></p> <p>Column 1, add new second para: “You must lead the production of any neighbourhood plan for your area. However, you will need to apply to the Council to formally designate your Neighbourhood Area.”</p> <p>Subheading “Neighbourhood Forums in Bath”</p> <p>Column 1, add new 1st para under this subheading: “Where there is an existing Neighbourhood Forum or Area Designation in place will not be considered. Voluntary withdrawal of a Neighbourhood Forum designation is also acceptable and such groups should notify the planning department in writing of this request.</p> <p>Under sub-heading - Council role: Approving Neighbourhood Forums in Bath new 1st sentence: “The Council will approve applications for the designation of a Neighbourhood Forum in Bath, this decision will be made by Council/Cabinet.”</p> <p>New 3rd para: “Should the Council refuse to designate a Neighbourhood Forum it will issue a refusal statement outlining the reasons for refusal on the website together with a statement that outlines where hard copies of this statement can be viewed.</p> <p>For Bath Neighbourhood Area applications will be considered alongside relevant Neighbourhood Forum applications as part of the decision making process.</p> <p>Add a new sub-heading “Neighbourhood Area Applications”</p> <p>The Council will publicise, accept comments on and determine applications for the designation of a Neighbourhood Area for Parish and Town Council’s undertaking Neighbourhood Plans. This will include publicising the application on Neighbourhood Planning area of the website, notifying the public via our Planning Policy consultation database and issuing a press release.</p> <p>Where there is no change to the Parish or Town Council’s administrative boundary this will be a delegated decision undertaken by the Divisional</p>

		<p>Director of Planning and Transport. Where there is a different boundary being proposed a decision will need to be made by Council/Cabinet.</p> <p>Add new flowcharts – see final 3 pages of this schedule</p> <p>Add a new bubble on this page:</p> <p>Find the new B&NES Neighbourhood Forum/Neighbourhood Area application forms online at www.bathnes.gov.uk/neighbourhoodplanning</p>
02	P27	<p>Orange bubble – change “step 3” to “step 3 (see page 30)”</p> <p>Add new 2nd sentence – “However, you will still need to formally apply to designate your Neighbourhood Area, although where no change to your parish area this will be undertaken quickly via a delegated decision.”</p>

Non- material amendments

#	Page	Change
1		Front Cover Amend Subtitle to: “Adoption Draft September 2012”
1a	Contents page	Change chapter 5 title to “The importance of trees”
1b	Contents page	Add new chapter header after 2 or 4 (wherever fits) entitled “Heritage Assets” subtitle: Preserve and enhance your local heritage assets
1c	P2	Add new bubble on introduction page: “If you need help understanding any technical terms Planning Portal website has a useful glossary: http://www.planningportal.gov.uk/general/glossaryandlinks/glossary/ ”
1d		Change all references to the “Draft Neighbourhood Planning Regulations 2011” to “Neighbourhood Planning Regulations 2012”.
2	P3	Improve reading of first paragraph, replacing with: “Bath and North East Somerset Council want to see more people get involved in the planning process. Whether you live or work in the area or have an interest in the area we want to hear from you and we want to make that process of involvement as easy as possible.”
3	P3	Speech Bubble: amend organisation name to: “The Glass-House Community Led Design”
3a	P3	<i>The Neighbourhood Planning Protocol will supersede the B&NES</i>

		<p><i>Statement of Community Involvement.</i></p> <p>Replace final paragraph on this page: “This document has been prepared to provide advice and clarity to the community and developers with interest in Bath & North East Somerset. It supersedes the previous B&NES Statement of Community Involvement.”</p>
3b		<p>Within Chapter 2 add a new bubble:</p> <p>The West of England’s Planning Toolkit 2012 published by the four local authorities and the Local Economic Partnership to promote a positive and consistent approach to handle large scale complex applications. www.westofengland.org/media/245604/woe%20planning%20toolkit.pdf</p>
4	P5	<p>Improve reading of first paragraph, replacing with: “Planning applications are dealt with by the Development Management Department. Two teams in the Department deal with all types of planning application and one other team specialise in dealing with listed buildings and conservation area applications.”</p>
5	P5	<p>Third Column, Second Paragraph: Close gap between “stage in the” and “Development Management process . . .”</p>
6	P8	<p>Improve reading of first paragraph, replacing with the following paragraph: “Before a planning application is made for a large or sensitive site it is best if the applicant invests in time and effort to talk with local communities and with the Council. Exchanging information and solving problems at an early stage adds credibility and balance to the planning process. It is positive and proactive and allows proposals to be adapted to respond to emergent issues. This reduces the risk of wasted time and cost and is likely to enhance quality, clarity and certainty for the applicant, the Council and local communities.”</p>
7	P8	<p>Improve reading of second paragraph, replacing with the following paragraph: “An appropriate and well executed early consultation process that demonstrates how engagement has helped understand and address the aspirations and concerns of communities and key stakeholders. This will help to ensure greater support for development proposals, and will smooth the formal planning application process.”</p>
8	P8	<p>Improve reading of fourth paragraph, replacing sentence 2 with: “it is home to people with an active interest and passion for their communities.”</p>

9	P8	Improve reading of fifth paragraph, replacing sentence 2 onwards with: “To help applicants to work effectively with the Council and with local communities, all applicants are encouraged to make full use of the discretionary pre-application services which includes the Development Team, access to the Urban Regeneration Panel and other groups such as the South West Design Review Panel.”
10	P8	Brown text bubble: replace the word engagement” with “consultation”
10a	P9	Column 2 replace weblink with “live.bathnes.gov.uk/services/planning-and-building-control/apply-planning-permission/you-apply”
11	P9	Para 1 under “pre-application advice” heading, replace first sentence for ease of reading to: “It is beneficial to all parties if applications are discussed prior to the submission of a formal application.”
12	P9	Column one, para 2, amend to read wording: “The pre-application advice service is available . . .” in final sentence change word “wish” to “want”.
13	P9	Para 1 under “pre-application consultation sentence 2 replace with to “Advice on appropriate methods for community involvement can also be suggested by the Council.”
14	P9	Fourth Column, Third Paragraph final sentence, replace with: “However, failure to carry out suitable consultation activities could result in objections being made which lead to the delay or refusal of the planning application.”
14a	P10	Figure 2 yellow box – add additional row at the end Involvement of community interest and amenity groups” – tick for each level Delete “This figure is adapted...” final line as this is superseded by the NPPF
15	P11	Third Green Box: change “tier” to “level” in first bullet point Third Green Box: amend wording in 5 th bullet point to “Substantial demolition in a conservation area”
16	P11	Last Paragraph: insert “(see page 15)” at the end of the sentence.
16a	P12	Column 1 and para 1. Final para replace weblink with “live.bathnes.gov.uk/services/planning-and-building-control/view-and-comment-planning-applications/scheme-delegation
16b	P12	Column 1, para 2 replace “The Guildhall” with “The One stop shop, Manvers Street, Bath.”

16c	P12	Figure 3 “Level 1” add a further sentence “This would also include schemes of above 200 homes and 10,000 sqm of floorspace, where under the new requirements of the Localism Act meaningful pre-application community engagement is required.”
17	P12	Column 3, Para 2, replace paragraph with the following text: “Current planning application files are available to view on council’s website. Archive applications from August 2005 onwards are also available on the website, though documentation may be limited for older applications.”
18	P12	Column 4, 4 th bullet, amend text to add greater detail in relation to listed buildings and conservation areas: “impact on residential amenity / trees / historic assets (including listed buildings, conservation areas and other non-designated assets) and natural environment”
19	P14	Column Two, Paragraph One, replace for clarity with the following new text: “Planning applications are most often approved, though they may be subject to conditions and a small portion will be refused outright or subject to a split decision. If an applicant is aggrieved by the decision there are a number of actions that can be taken.”
20	P14	Delete orange enforcement action bubble
21	New page p16 before the start of chapter 3	New title: PLANNING ENFORCEMENT Enforcement is an important role of the Planning Service. Where development has been carried out without planning permission or where conditions on a planning permission have not been complied with, the Council can take enforcement action. But the Council is not empowered to take enforcement action merely because of the absence of planning permission. Officers are always ready to discuss problems and seek solutions rather than resort to formal legal proceedings. Members of the public have an important role to play in identifying and reporting suspected breaches and to register an enforcement complaint do so in writing either to planning_enforcement@bathnes.gov.uk or Planning Services, PO Box 5006, Bath, BA1 1JG including as much detail of the alleged breach, your name and contact details. New bubble: Further information about the local planning enforcement policy see: live.bathnes.gov.uk/services/planning-and-building-control/planning-enforcement
21a	New chapter 2 or 4	New chapter: HERITAGE ASSETS Introduction

<p>(where ver fits)</p>	<p>Bath and North East Somerset is fortunate in having a rich variety of designated and undesignated heritage assets. Designated heritage assets include such features as Listed Buildings and Conservation Areas. The significance of locally important, undesignated heritage assets is specifically noted in the Local Planning Authority's policies and they are included in the Historic Environment Record. The impact of development proposals on undesignated historic assets are a material consideration in the determination of planning applications.</p> <p>Add new bubble: For more information about the Council's Historic Environment Record search for this item in the Council's A-Z on the website www.bathnes.gov.uk</p> <p>Heritage Assets are a finite resource .They can provide a foundation for the regeneration of an area and reinforce a sense of community, a shared sense of place and identity. Heritage assets are enjoyed and valued by present communities and should be preserved for future communities to enjoy and value.</p> <p>Listed buildings are protected for their special architectural or historic interest. Works of alteration that affect their architectural or historic interest and character requires listed building consent. Listed building consent is also required for works of alterations to curtilage listed buildings. However the Local Planning Authority seeks to assist and help manage sensitive, thoughtful and informed change within the historic environment as a whole to meet the needs of present day communities whilst preserving it for future generations.</p> <p>The application process for listed buildings is similar to planning applications. However, there are additional requirements to consider. The primary consideration is the duty placed on the Council under S16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. Applicants must justify why their proposals do not harm the special architectural or historic significance of the listed building. Important issues that will be considered in these applications include:</p> <ul style="list-style-type: none"> • Impact upon external and internal features • Impact upon historic fabric • Integrity of original design, plan form and materials. • Impact of extensions on the character of the building in terms of scale, style, design and materials • proposals contained within planning applications that impact on the setting of heritage assets. • Impact on the setting of the listed building or the setting of other listed buildings for example where buildings from part of an architectural composition.
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		<p>It is good practice for conservation areas to be accompanied by detailed appraisals that identify their key characteristics and significance and they constitute important policy documents that can significantly inform the determination of planning applications. However they require significant resources and many conservation areas do not yet have conservation area appraisals. Communities are in a unique position to assist in the process of writing conservation area appraisals and the Local Planning Authority encourages community engagement and partnership. The preparation of recent appraisals has included varying degrees of community involvement and has proved highly successful.</p> <p>Add new bubble: For more information on heritage assets and listed building applications please visit our website for FAQs and more detailed information. Search for “listed buildings” or “conservation areas” in the A-Z www.bathnes.gov.uk</p> <p>Add new quote: Did you know? Bath contains nearly 5000 listed buildings and 66% of Bath is designated as a conservation area – City of Bath World Heritage Site Management Plan Subtitle: “Heritage Assets and Neighbourhood Planning”</p> <p>Surveys and studies to identify important heritage assets in the production of a Neighbourhood Plan are strongly encouraged. The impact of Neighbourhood Plan proposals on the historic environment will be a key consideration. Neighbourhood Planning can also help to identify buildings of local historic interest.</p> <p>New bubble: More detail on some of the tools available for communities is can be found in Chapter 6 for example Conservation Area Designation and Character Appraisals and Heritage Projects.</p> <p>Add images of listed buildings in B&NES to illustrate</p>
22	P14	<p>Column Three, Paragraph 3, replace paragraph with the following case:</p> <p>“Any complaints about community involvement activities in relation to planning applications can be reported to the Planning Services Complaints Officer in the first instance:</p> <p style="text-align: center;">Planning Services PO Box 5006 Bath BA1 1JG</p> <p>development_control@bathnes.gov.uk</p> <p>If you have reason to believe that proceedings have been unlawful then you should, in the first instance, contact the Council to explain</p>

		<p>your concerns. A Judiciary Review may be undertaken if dialogue with the Council is not sufficient to address your concerns. It is worth noting that neither this nor the complaints procedure is intended to deal with the merits of planning decisions.</p> <p>Further information can be found on the Judiciary website: www.judiciary.gov.uk”</p>
23	P15	Change both references to “Appendix C” to “Appendix B”
23a	P16	<p>Include a new case study (moving SPD one to p21+)</p> <p>New bubble: STAKEHOLDER WORKSHOP</p> <p>Extra photos to be added</p> <p>City of Bath World Heritage Site Setting Study SPD</p> <p>A Stakeholder workshop was held to present to and discuss with key stakeholders research and tools developed to enable assessment of the impact of future development proposals on the setting of the City of Bath.</p> <p>www.bathnes.gov.uk/settingofbath</p>
24	P17	First Paragraph – replace first sentence for clarity with: “Local Authorities are required to produce local planning policies which conform with national planning policy.”
25	P17	Column 2, Para 2: Change “engagement” with “Consultation with and participation from . . .”
26	P17	Pink bubble, replace text with the following “A National Planning Policy Framework (NPPF) was brought into force in March 2012. This has superseded a range of national planning policies previously included in a range of Planning Policy Statements and Circulars
26a	P18	Orange bubble – delete weblink and make “Local Development Scheme” bold text
27	P18	Column Two, Paragraph One: change first instance of “LSP” to “Local Strategic Partnership (LSP)” in column 2 para 1.
28	P18	Close gap between “and are committed to . . .” and “. . . making sure that all consultations” para 1 and 2 in first column
29	p18	replace second paragraph before the bullet points with: “We will do this in three ways:”
30	P19	Pink text bubble: Change “of engagement with” to “in undertaking” line 7
31	P20 and 21	Replace footnote text with: “*Details of the minimum statutory requirements for community consultation in the preparation of DPDs can be found in the Local Planning Regulations 2012 – regulations 18, 19 and 22”

31a	P21	Figure 7, Stage 2 Box: replace second sentence for clarity to: “A range of community involvement methods will be used depending on the nature of the document (e.g. whether the SPD is topic based or area based).
31b	P21	Column 1, para 3: sentence 1 replace “comments made” to “issues raised”
31c	P21	<p>Add new diagram</p> <p>New bubble: DROP IN EVENTS</p> <p>Extra photos to be added.</p> <p>Bath Ministry of Defence Sites</p> <p>A series of drop-in sessions for members of the public were held to help shape “concept statements”, these are placemaking briefs being prepared by the Council to set out the policy requirements and expectations ahead of the sale of the MOD sites in Bath.</p> <p>www.bathnes.gov.uk/mod-conceptstatements</p>
31d	P21	<p>Add new diagram and text (relocated from Chapter 6)</p> <p>Sub-heading</p> <p>“Placemaking Briefs</p> <p>Placemaking Briefs outline the key principles of content, layout, design and viability for a potential development. They are developed collaboratively with the local community, landowner, developer, other key bodies, elected members and planners and are then endorsed by the local authority. Development Briefs bridge the gap between broad policy and site specific detail and, when done early can affect land value and can enable more locally relevant developments. These can also be called “concept statements” or “development briefs” and where needed can be taken forward in the form of Supplementary Planning Documents and/or Development Plan Documents. They can be a key tool in community involvement on development sites and early stage engagement.</p>
31e	P21+	<p>Add additional detail to the case study (moved from p16)</p> <p>New bubble: Sustainable Construction and Retrofitting Supplementary Planning Document</p> <p>A variety of consultation events were run in relation to this SPD.</p>

www.bathnes.gov.uk/greenbuild

Merge “Stakeholder Workshop” with body text from white bubble.

New bubble:

POSTCARDS

A series of 5 postcards were launched with top tips for a greener Bath linking to the 25 year anniversary of the World Heritage Site. These drew on themes from the SPD. Bath Preservation Trust then ran a daily “tweet” of the tips.

Add image of postcards

New bubbles:

COLLABORATIVE COMMUNITY PROJECT

Bath Homes fit for the Future was a collaborative project between the Council, Bath Preservation Trust and Transition Bath and with the help of many other local community groups and volunteers a series of events were held to coincide with the draft SPD consultation on the topic of sustainable construction and retrofitting.

www.bathhomesfitforthefuture.co.uk

New bubble

Events included

- An open homes weekend where you could visit sustainable new builds and houses with energy efficiency measures and renewable energy installation Add photo
- Love your windows: Draft proof sash window demonstration
- A touring exhibition Technical talks
- A visit to Ecobuild Conference for community and business representatives
- Film screening of short film about the open homes weekend
- Workshops, talks and displays Bath City Conference

Add photos

CONFERENCE

On 25th anniversary of Bath becoming a World Heritage site, this conference considered how Bath can sensitively improve the energy efficiency of the city's buildings and was run as part of the consultation on the SPD in collaboration with Bath Preservation Trust and Transition Bath. With speakers from Historic Scotland, other technical experts and updated on a range of exciting projects

		coming forward in Bath from the community and voluntary sector. Add photos
31f	P22	New Bubble: “Neighbourhood planning must be positive and permissive”.
32	P23	Column 1, Para 4: delete “draft” from lines 3 and 6.
33	P23	Yellow text box, column 1, 2 nd para, last sentence: replace final sentence with “They can be less restrictive than the Local Authorities policies but not more restrictive.”
34	P23	Light blue bubble – replace text with: The Neighbourhood Planning Regulations 2012 can now be viewed on line : http://www.legislation.gov.uk/ukxi/2012/637/contents/made
35	P24	Under “Do you need these?” amend final bullet point to read “Are the issues you are interested in relating to works to listed buildings or highways and therefore covered by separate legislation?” Under “Are you eligible to prepare these?” header put “. . . only Parish Councils can lead the preparation of Neighbourhood Plans” and “. . . only the Town Councils can lead the preparation of Neighbourhood Plans.”
36	n/a	New quote to be included in chapter 3 “We has produced guidance for communities undertaking neighbourhood plans, with particular attention to the historic environment: http://www.english-heritage.org.uk/caring/get-involved/improving-your-neighbourhood/ - English Heritage”
36a	P25	Delete “Neighbourhood Plan and Neighbourhood Development Order Process” from top of Figure 9 Replace with “Neighbourhood Forum/Parish or Town Council role”
37	P25	1 st column, Step 3: amend to read “Extensive community consultation and engagement”
38	P26	Add “either” to the end of the first sentence under c
39	P26	Column 1, Para 2: de-capitalise “neighbourhood group”
40	P27	1 st column, 2 nd para: delete “While it does not appear that it can be a requirement”
41	P27	Replace point 3 in first text box with “That at least one Ward Councillor from the ward(s) covered by the area in question is represented on the Neighbourhood Forum and support the application.”
42	P27	Column 2, Last Para: Delete the first sentence after point 9 in first text box: “While it does not appear that the Council can refuse an application on the basis of these criteria.”
43	P27	Amend header to “*Summary of Neighbourhood Planning Regulations (England) 2012”
44	P30	Step 2: Change second sentence: “However, it should be consistent with national and local planning policies and with EU obligations.”

45	P30	Step 3, change title to “Extensive Community Engagement and Consultation”
46	P30	Step 3, 2 nd sentence, change to: “You should also make sure you liaise with statutory consultees
46a	P30	Delete duplicate heading and text “Additional Requirements for Neighbourhood Development Order (and Community Right to Build)”
47	n/a	New bubble in chapter 4: “Design Council CABE have sign-posted a wide range of resources, toolkits and case studies which can be helpful for communities at the early stages of development: http://www.designcouncil.org.uk/our-work/CABE/Services/Plan/Neighbourhood-planning-toolkits-and-guidance/ ”
48		New bubble in chapter 4 “Urban Design London have also prepared useful guidance for communities scoping and consulting on neighbourhood plans, with a particular focus on addressing design issues: http://www.urbandesignlondon.com/wordpress/wp-content/uploads/UDL-Neighbourhood-Planning-guide-12.pdf
48	P29	Delete blue bubble on p29
48 a	P31	Under Step 4: Independent Examination. 4 th Column, after para 1, include: “At this early stage, indications suggest that examination will seek to consider: <ul style="list-style-type: none"> - Are the ambitions of the plan broadly in conformity with local strategic aims? - What evidence has been provided to support the ambitions of the plan (particularly where significant development is proposed)? - Has the plan been drafted with sufficient consultation with the local community? - Is the plan positively planned and permissive? Further information on the experiences of other Neighbourhood Plans at examination will emerge in due course.”
P4 8b	P31	Add new quote The purpose of a neighbourhood plan Examination is to determine whether the Plan submitted: • has appropriate regard to national policy and advice and guidance issued by the Secretary of State for Communities and Local Government. This is now primarily


		<p>enshrined within the National Planning Policy Framework (NPPF) which sets out a presumption in favour of sustainable development;</p> <ul style="list-style-type: none"> • is in general conformity with the strategic policies contained within the development plan for the area; and • has breached, and is otherwise incompatible with EU and Human Rights obligations. <p><i>Dawlish Neighbourhood Plan Inspector</i></p>
48c	P31	<p>Council Role: Independent Examination</p> <p>Para 2 replace with “The Council recommends that a Planning Inspector from the Planning Inspectorate is the preferred independent examiner. However, they will support the Neighbourhood Planning body if it seeks to find an alternative person to undertake this role in line with the requirements in the regulations.”</p>
48d	n/a	<p>Add new quote speech bubble into chapter 4</p> <p>“Communities undertaking a neighbourhood plan will also need to undertake a Sustainability Appraisal as part of the process. This considers the impact of the proposed plan on socio-economic and environmental sustainability, and allows the opportunity to identify alternative options and mitigation measures where adverse impacts are identified.</p> <p>Communities may want to hire a professional consultant to undertake this for them, but guidelines for a ‘DIY’ appraisal can be found here: http://levett-therivel.co.uk/DIYSA.pdf”</p>
49	P33	Change quote text from “VDS” to “Village Design Statement”
49a	P33	<p>Add new text bubble</p> <p>Neighbourhood Planning (Referendum) Regulations 2012 (currently in draft) are available online: http://www.legislation.gov.uk/ukdsi/2012/9780111525050/pdfs/ukdsi_9780111525050_en.pdf</p> <p>Council Role: Referendum section replace sentences 2 and 3 with:</p> <p>“The Council’s Electoral Services will administer and fund the local referendum on the Neighbourhood Plan, as it is required by the regulations that the Council funds these. The <i>draft Neighbourhood Planning (Referendum) Regulations 2012</i> were published in June 2012, and are anticipated to be adopted later the same year. They include a proposal for the question to be asked at Neighbourhood Planning referendums”</p>
49b	P33	Remove existing text under ‘What is a “community organisation”?’

		<p>Replace with:</p> <p>Eligible community organisations must meet the following criteria:</p> <ul style="list-style-type: none"> - Allow individuals within the neighbourhood area to become voting members - Residents of the neighbourhood area must hold the majority of voting rights and the majority on the governing body - Must have at least 10 members, each from different dwellings that all live in the area - Must have a written constitution to confirm and permit the above - The constitution must confirm that the organisation’s activities will benefit the neighbourhood area, and how this will be done - Assets and profits of the organisation must be disposed in a manner that benefits the community - Provision must be made that in the event of the organisation disbanding, its assets must be transferred to another appropriate organisation
49c	P34	Insert new diagram entitled “Figure 13: Neighbourhood Plan and Development Order Flow Chart” (at end of this schedule)
49d	P34	Remove all text in column 4 from ‘In addition the Draft . . .’ to ‘. . . who live in the particular area.’
50	P34	Column 2: change “Guildhall” to “One-Stop-Shop, Manvers Street in Bath”
51	P34	Column three, bullet 1, Amend text to: “. . . likely to have significant effects <u>on</u> a qualifying European site . . .”
52	P34	Column 3, last para: Include closed bracket after ‘1998’
53	P35	Column 3, change title to: “Changing or Revoking an Order”
53a	P35	<p>Add a new bubble:</p> <p>“For more information about the full suite of community tools made available through the Localism Act visit: http://mycommunityrights.org.uk/”</p>
53b	P.35	<p>Column 1, Para 1, amend first sentence to: “Community Right to Build Orders must meet the criteria of eligible ‘community organisations’ to be considered sound by an independent inspector and must be supported through a local referendum .”</p>
54	P35	<p>“Neighbourhood Planning Regulations (England) 2012: http://www.legislation.gov.uk/uksi/2012/637/contents/made”</p> <p>delete orange bubble</p>
54a	P35	Insert new double page diagram entitled: “Figure 14: Community Right to Build Flow Chart” (at end of this schedule)
54b	P36	Replace sub title to chapter 5 with “The importance of trees”
54c	P38	Column 2 add “a” After 1 st sentence “It is...”

		Final para in same column, replace final sentence with “More information regarding Tree Preservation Orders and Trees in Conservation Areas can be on our website: live.bathnes.gov.uk/services/environment/trees-and-woodlands/tree-preservation-orders
54d	P38	Para 1 under introduction – amend the end of the first sentence: “... Local Plan, Core Strategy, Green Infrastructure Strategy, Landscape Character Assessment and the City of Bath World Heritage site setting study.”
54e	P36	Add an extra bubble into the diagram to say “Trees improve our health and wellbeing”
54f	P39	Column 1, para 2, second sentence replace “will” with “is likely to...”
54g	P39	Swap figure 14 with diagram on page 40. Add an extra “s” to p39 final text box
54h	P39	Add FIGURE 15 to diagram on p39 Add FIGURE 16 and 17 to diagrams on p41
54i	P40	Move “exceptions” at the end of column 1 to become a title in para 2
54j	P40	Replace diagram title “Some useful links” with “Find out More” Add an extra speech bubble: Neighbourhood Plans advice from the Woodland Trust www.woodlandtrust.org.uk
55	P41	Amendments to figure 17 Second text box, add “...in accordance with content of conditions or management plan as appropriate Delete parentheses on “tree officer” Replace “Notify Neighbours” text box with “Neighbours will be notified if the work is considered significant”
56	P43	Para 1 replace with: “There are many ways to get people involved in planning, design and heritage issues in your neighbourhood. Extra tools and tips are outlined in this chapter.”
57	P43	Change wording of last sentence to: “Lobby groups like the New Economics Foundation have developed a number of tools on their website available for communities focused around local high streets.”
59	P43	New title “Conservation Area Designation and Character

		<p style="text-align: center;">Appraisal” –</p> <p>add new para 2</p> <p>It is the duty of a local planning authority to determine if any part of their area merits designation a Conservation Area which is an area of special architectural and historic interest. Once a Conservation Area is formally designated a Character Assessment should be undertaken to guide planning decisions. Due to the resources required to designate new Conservation Areas, and undertake Character Assessments, there may be areas of B&NES still meriting consideration for designation Conservation Areas and many Conservation Areas do not yet have full assessments in place. Recent practice now includes varying degrees of community involvement in the designation of Conservation Areas and preparation of character appraisals.</p> <p>B&NES has already produced a number of Conservation Area Character Assessments working with local communities. These can be found on the Council’s website.</p> <p>Conservation Area Appraisals are often professionally-led with a degree of community involvement; however, increasing community-led undertakings, such as ‘Place Check’ and ‘Save Your Street’ are emerging. As semi-formal documents they can carry some weight in decision-making on planning applications.</p> <p>Neighbourhood plans which cover the whole or part of a conservation area may benefit from incorporating a character appraisal process into their work.</p> <p>It is also good practice to undertake character appraisals in areas outside Conservation Areas which are being considered for Neighbourhood Plans.</p>
60 a	P43	Delete “Concept Statements” section (relocated to Chapter 3).
60 b	P43	<p>Add a new item:</p> <p>Community Right to Bid</p> <p>The new Community Right to Bid comes into force during the summer of 2012. Its aim is to keep land and buildings, valued by the community in use, by giving local people the chance to bid to buy them if they come up for sale.</p> <p>Communities will have the opportunity to nominate public and private land and buildings to be included on a list of ‘assets of community value’.</p>

		<p>If an asset on this list comes up for sale, the Community Right to Bid is enabled and up to six months becomes available for communities to prepare a competitive bid and possibly buy the asset on behalf of the community.</p> <p>Your community can use the Community Right to Bid to nominate, gain listing, then potentially buy local buildings and land including:</p> <ul style="list-style-type: none"> ▪ village shops ▪ former schools ▪ public houses ▪ recreational facilities ▪ public open space <p>These could be owned by the local authority, another public body or a private company or individual.</p> <p>For more information search for “community right to bid” in the a-z on the Council’s website www.bathnes.gov.uk</p>
60c	P43	<p>Add item</p> <p>Community Right to Challenge</p> <p>This allows communities to challenge and procure run a local service on behalf of the local authority.</p> <p>For more information search for “community right to challenge” in the a-z on the Council’s website www.bathnes.gov.uk</p>
60d	P43	<p>Add item</p> <p>Community Infrastructure Levy</p> <p>When new developments happen, the developers are usually asked to pay a contribution towards the funding of associated infrastructure, historically this has been through 'Section 106' agreements negotiated between local authorities and developers. The Planning Act 2008 introduced a new way of doing this - the Community Infrastructure Levy – Bath & North East Somerset Council is seeking to introduce this.</p> <p>A ‘meaningful proportion’ of the Community Infrastructure Levy is required to be passed on to the local community.</p>

		<p>Regulations are not yet in place, however, this could be an important source of local capital for neighbourhoods to make improvements where development has been undertaken locally.</p> <p>For more information on this Council project see www.bathnes.gov.uk/cil</p>
60 e	P44	<p>Add a new case study</p> <p>New bubble: LAUNCH</p> <p>Green Infrastructure Strategy The Council is progressing its first Green Infrastructure Strategy. It held a consultation launch event for stakeholders, a chance to find out more and to encourage networking between the wide range of stakeholders with an impact on green infrastructure.</p> <p>www.bathnes.gov.uk/greeninfrastructure “</p> 



Add new quote: “There is strong evidence that provision of green space effectively improves mental health – The Marmot Review, National Institute of Clinical Excellence”

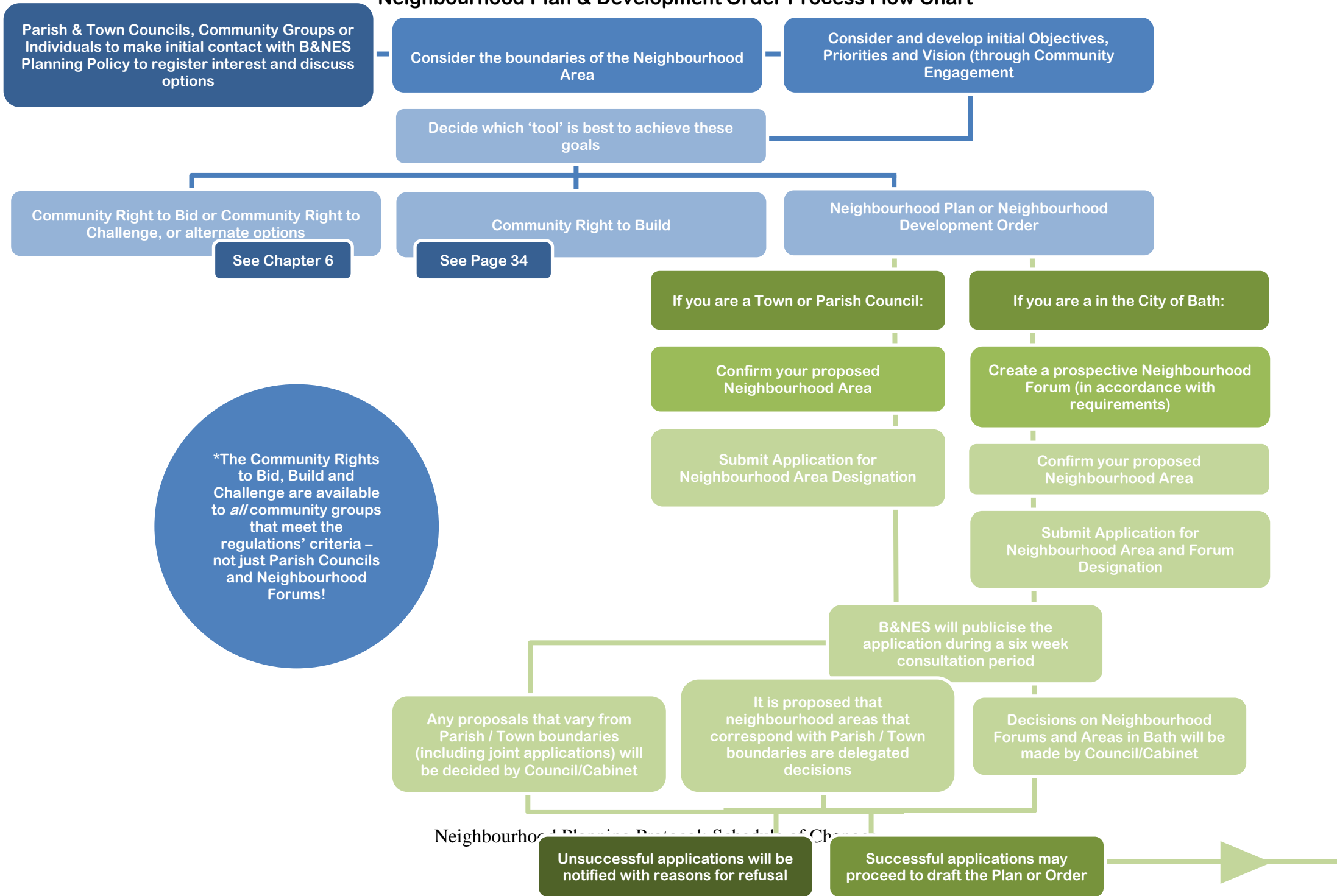
60f	P45	Under heading “Heritage Projects” add new first sentence: “Understanding local history is an essential first step in promoting local character and enables heritage features important to the community to be in preserving enhanced. Useful sources of information include English Heritage’s website and guidance as well as more locally specific information and guidance from local heritage groups and organisations.”
61	App A P46	Add new bubble: “These pages list a number of tried and tested methods of consultation and engagement. Creativity is an important element of a stimulating and successful engagement strategy, be it through an unusual venue or quirky approach or with a more social event.”
62	P48	Include a further consultation measure: “(Method of Involvement) Informal dialogue with local consultees (Usefulness / Considerations) Dialogue with relevant local groups can bring clarity over proposals, and a useful third party perspective and source of local information (Target Groups) Civic Societies & Amenity Groups; Lobby & Pressure Groups; Neighbourhood and Residents’ Groups; Sports, Activity and Social Societies.”
63	App B p52	Delete from statutory consultee list: South West Regional Assembly South West Regional Development Agency
64	App B p52	Column 1: change “English Heritage” to “English Heritage (HBMC)”

		Add the “Ancient Monuments Society”, “Council for British Archaeology”, “Society for the Protection of Ancient Buildings”, “Georgian Group”, “Victorian Society”, “Twentieth Century Society”, and the “Garden History Society” and “Civic Trust” to the list of ‘Other Consultees’.
65	App B p52	Omit both ‘North Wilts Parish Councils’ and ‘West Wilts Parish Councils’. Create new heading for the parishes as follows: “Wiltshire Parish Councils: Box Colerne Limpley Stoke Monkton Farleigh Westwood Winsley”
66	App B p.53	Under column 3 change ‘British Waterways, canal owners and navigation authorities’ to ‘Canal and Rivers Trust, canal owners and navigation authorities.’
67	App B p53	Amend design error and under “Parish and Town Councils within Bath & North East Somerset Council” header reinstate full list of Parish and Town Councils replacing the current list with the list below: Bathampton Parish Council Batheaston Parish Council Bathford Parish Council Cameley Parish Council Camerton Parish Council Charlcombe Parish Council Chelwood Parish Council Chew Magna Parish Council Chew Stoke Parish Council Claverton Parish Council Clutton Parish Council Combe Hay Parish Council Compton Dando Parish Council Compton Martin Parish Council

	<p>Corston Parish Council</p> <p>Dunkerton Parish Council</p> <p>East Harptree Parish Council</p> <p>Englishcombe Parish Council</p> <p>Farmborough Parish Council</p> <p>Farrington Gurney Parish Council</p> <p>Freshford Parish Council</p> <p>High Littleton Parish Council</p> <p>Hinton Blewett Parish Council</p> <p>Hinton Charterhouse Parish Council</p> <p>Kelston (Parish Meeting)</p> <p>Keynsham Town Council</p> <p>Marksbury Parish Council</p> <p>Midsomer Norton Town Council</p> <p>Monkton Combe Parish Council</p> <p>Nempnett Thrubwell Parish Council</p> <p>Newton St Loe Parish Council</p> <p>North Stoke (Parish Meeting)</p> <p>Norton Malreward Parish Council</p> <p>Paulton Parish Council</p> <p>Peasedown St John Parish Council</p> <p>Priston Parish Council</p> <p>Publow and Pensford Parish Council</p> <p>Radstock Town Council</p> <p>Saltford Parish Council</p> <p>Shoscombe Parish Council</p> <p>South Stoke Parish Council</p> <p>St Catherine (Parish Meeting)</p> <p>Stanton Drew Parish Council</p>
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		<p>Stowey Sutton Parish Council</p> <p>Swainswick Parish Council</p> <p>Timsbury Parish Council</p> <p>Ubley Parish Council</p> <p>Wellow Parish Council</p> <p>West Harptree Parish Council</p> <p>Westfield Parish Council</p> <p>Whitchurch Parish Council</p>
68	App C P54	<p>Column 3, Para 1, Amend to:</p> <p>“Visit the One-Stop-Shop, Bath To look at planning policy documents, planning application files or request to look at archived files visit the One-Stop-Shop on Manvers Street, Bath. Members of staff are available to answer your questions and give you assistance. http://www.bathnes.gov.uk/contactus/CouncilOffices/Pages/BathOneStopShop.aspx”</p>
69	P54	<p>Column 4, amend Guildhall to “The One Stop Shop, Manvers Street, Bath, BA1 1JQ.”</p>

Neighbourhood Plan & Development Order Process Flow Chart



Initiate drafting of Plan or Order (agree a delivery timetable with B&NES)

Draft and implement Community Engagement Strategy

Budget your funding, time and other resources

Conduct Community Consultation and Engagement Events and Methods

Collate research and evidence base

Produce initial draft of Neighbourhood Plan or Order

Conduct a Sustainability Appraisal for the Plan or Order

Neighbourhood Forum or Parish / Town Council to publicise draft plan for a six week consultation period

Neighbourhood Forum or Parish / Town Council to respond to consultation, and draft final amendments to Plan or Order

Neighbourhood Forum or Parish / Town Council to submit draft to B&NES

Make the most of your community: forming working sub-groups is an effective means of managing the production of the plan and evidence, and also provides more opportunities for residents to get involved

B&NES to publicise the draft Plan or Order for a six week consultation period

Neighbourhood Forum or Parish / Town Council to liaise with B&NES over independent examination arrangements

Independent Examination of Plan or Order

If the Plan or Order is found unsound it will not proceed to referendum

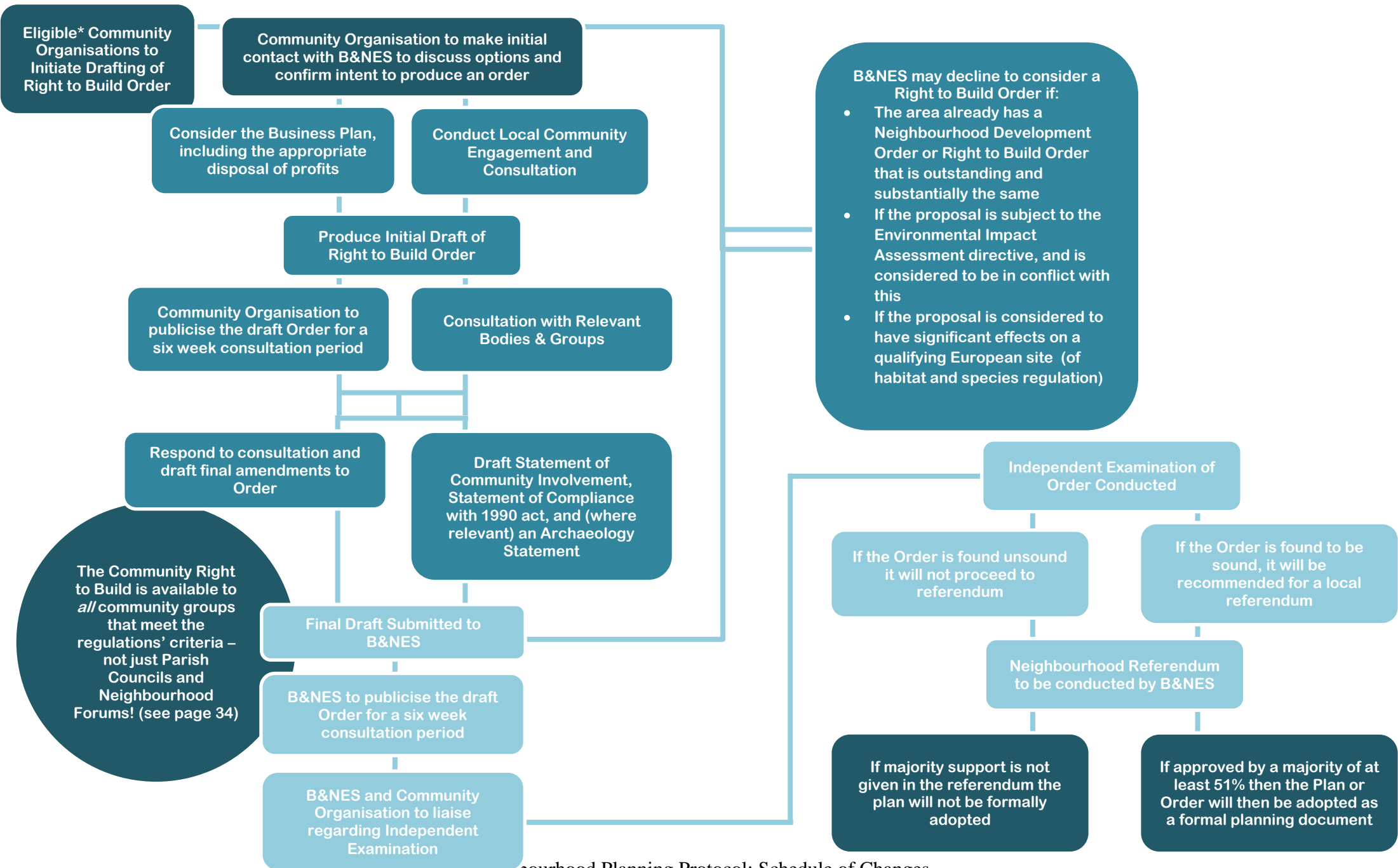
If the Plan or Order is found to be sound, it will be recommended for a local referendum

Neighbourhood Referendum to be conducted by B&NES

If majority support is not given in the referendum the plan will not be formally adopted

If approved by a majority of at least 51% then the Plan or Order will then be adopted as a formal planning document

Community Right to Build Process Flow Chart



The Community Right to Build is available to *all* community groups that meet the regulations' criteria – not just Parish Councils and Neighbourhood Forums! (see page 34)

